

DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



State of Wisconsin
Governor Scott Walker

DEPARTMENT OF HEALTH SERVICES
Kitty Rhoades, Secretary-Elect
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

TO: **Income Maintenance Supervisors**
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Susan Mathison, Section Chief
Bureau of Child Care Administration
Division of Early Care and Education

DECE/DFES OPERATIONS MEMO

No: 13-05

DATE: 03/20/2013

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/>
				EP	

SUBJECT: 2013 Child Care Co-payment Adjustments

CROSS REFERENCE: [Operations Memo 13-04](#)

EFFECTIVE DATE: March 31, 2013

PURPOSE

This memo introduces a change to the family co-payment for Wisconsin Shares child care assistance. This change is a result of changes in the Federal Poverty Level (FPL) that was introduced in Operations Memo 13-04.

BACKGROUND

Each year, the FPL is adjusted based on changes to the Consumer Price Index and this change effects the co-payments for child care assistance. There is no change to the formula that is used to calculate the co-payment. The new rates for co-payment have been established based on the change to the FPL.

POLICY:**Wisconsin Shares Co-payment**

A link to the 2013 co-payment chart can be found on the Wisconsin Shares web page at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>.

Wisconsin Shares Co-payment Changes to Existing Authorizations

The new co-payment schedule will be effective March 31, 2013. All Wisconsin Shares child care cases with an authorization will go through a mass change on the weekend of March 23, 2013 that will automatically update the co-payment calculation. Updated Authorization Notices will be mailed to families and to child care providers on March 25, 2013.

New Wisconsin Shares Authorizations

All authorizations with a start date on or after March 31, 2013 will automatically use the new co-payment chart to determine the parent co-payment. However, for a new authorization with a start date earlier than March 31, 2013, the authorization worker will need to create two authorizations. The first authorization should be for the period prior to March 31, 2013; and, the second authorization should be for the period that begins on or after March 31, 2013.

If the authorization worker attempts to write an authorization that spans the time period from March 30th to March 31st, the worker will receive the following error message:

“AUTHORIZATION PERIOD CANNOT EXTEND BEYOND MARCH 30TH DUE TO A CHANGE IN THE CO-PAYMENT SCHEDULE. PLEASE END THE AUTHORIZATION EFFECTIVE MARCH 30TH AND WRITE A NEW AUTHORIZATION TO BEGIN ON OR AFTER MARCH 31ST.”

Contacts

For Child Care policy questions outside of Milwaukee County : Bureau of Regional Operations (BRO), Child Care Coordinators at

http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf

For Child Care CARES/CWW, CSAW and CCPI IT systems processing questions statewide and policy questions in Milwaukee County: Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC – Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DCF/DECE/BCCA/BAB